

## HIGHWAY DIVISION 014220

	FY2018 ACTUAL	FY20 ACTUAL	FY2020 ACTUAL	FY2021 ACTUAL	FY2022 TM ADOPTED	FY2023 REQUESTS	FY2023 PROPOSED
<b>Personnel Services</b>							
Salary Department Head	\$36,551	\$20,304	\$21,537	\$22,498	\$23,637	\$24,226.00	
Salaries Clerical	\$5,066	\$6,191	\$6,537	\$6,693	\$13,010	\$9,458.00	
Wages	\$209,843	\$148,810	\$156,542	\$166,051	\$236,370	\$237,607.00	
Wages Overtime	\$45,225	\$37,551	\$50,174	\$49,345	\$35,000	\$35,000.00	
Summer Help	\$7,836	\$16,522	\$12,651	\$11,475	\$28,440	\$28,440.00	
Longevity	\$3,360	\$750	\$1,852	\$1,885	\$1,960	\$1,960.00	
<b>Total</b>	<b>\$307,881</b>	<b>\$230,128</b>	<b>\$249,293</b>	<b>\$257,946</b>	<b>\$338,417</b>	<b>\$336,691.00</b>	<b>\$0.00</b>
<b>Expenses</b>							
Engineering Services	\$5,458	\$4,932	\$3,286	\$6,590	\$5,000	\$8,000.00	
Physical Exams	\$425	\$410	\$570	\$773	\$500	\$500.00	
Police Details	\$26,144	\$29,794	\$32,150	\$28,035	\$20,000	\$30,000.00	
Office Cleaning	\$3,848	\$7,200	\$4,550	\$5,825	\$7,000	\$9,000.00	
Equipment Hired	\$2,160	\$5,975	\$538	\$1,833	\$6,000	\$6,000.00	
Land Fill Monitoring	\$0	\$0	\$13,915	\$25,223	\$15,000	\$26,000.00	
Catch Basin Cleaning	\$0	\$0	\$0	\$0	\$0		
Tree Care	\$18,050	\$26,600	\$26,990	\$67,380	\$15,000	\$25,000.00	
Traffic Lines	\$19,500	\$23,984	\$17,033	\$18,615	\$20,000	\$25,000.00	
Road Maintenance Supplies	\$20,829	\$11,597	\$10,892	\$8,010	\$15,000	\$15,000.00	
Asphalt Products	\$43,171	\$47,352	\$28,754	\$15,188	\$35,000	\$35,000.00	
Gravel and Sand	\$10,549	\$5,910	\$5,874	\$1,597	\$4,000	\$4,000.00	
Street Signs	\$8,739	\$2,909	\$2,575	\$1,660	\$8,000	\$8,000.00	
Shop Supplies	\$15,673	\$15,298	\$15,779	\$15,894	\$13,000	\$13,000.00	
Supplies and Expenses	\$21,612	\$16,046	\$58,859	\$22,632	\$20,132	\$20,132.00	
Heat and Fuel	\$0	\$0	\$0	\$0	\$0		
Natural Gas/Oil				\$3,327	\$0		
Telephone	\$1,412	\$1,564	\$1,671	\$1,991	\$3,716	\$3,716.00	
Electricity	\$9,815	\$10,066	\$16,459	\$5,165	\$12,905	\$12,905.00	
Postage	\$123	\$129	\$82	\$122	\$250	\$250.00	
Meal Allowance	\$4,112	\$4,116	\$3,120	\$4,320	\$4,000	\$4,500.00	
Clothing	\$3,202	\$2,789	\$2,178	\$2,538	\$5,607	\$5,607.00	
Park Expenses	\$0	\$0	\$0	\$0	\$0		
Cemetery Expenses	\$4,632	\$5,867	\$16,767	\$13,499	\$19,500	\$19,500.00	
Advertising	\$0	\$238	\$0	\$0	\$1,000	\$1,000.00	
Equipment Repairs	\$23,886	\$27,462	\$16,404	\$26,522	\$25,000	\$25,000.00	
Vehicle Supply and Repair	\$21,959	\$29,452	\$30,703	\$21,074	\$25,000	\$25,000.00	
Gasoline/Oil	\$41,569	\$43,061	\$14,708	\$31,912	\$35,100	\$35,100.00	
Diesel Fuel	\$0	\$0	\$16,360	\$0	\$0		
Fields -- Applications	\$5,434	\$3,062	\$7,251	\$2,170	\$7,000	\$7,000.00	
Fields -- Irrigation	\$1,506	\$700	\$1,405	\$3,851	\$1,000	\$1,000.00	
Fields -- Miscellaneous Expenses	\$9,137	\$8,832	\$6,318	\$609	\$750	\$750.00	
Fields -- Lighting	\$0	\$0	\$0	\$0	\$2,311	\$2,311.00	
Fields -- Water	\$10,368	\$34,903	\$11,355	\$19,474	\$20,000	\$20,000.00	

DPW

	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 ACTUAL	FY2022 TM ADOPTED	FY2023 REQUESTS	FY2023 PROPOSED
Water/Sewer	\$1,234	\$7,387	\$968	\$929	\$0		
Stormwater		\$34,986	\$32,834	\$32,867	\$40,000	\$50,000.00	
Total	\$334,545	\$412,623	\$400,348	\$389,624	\$386,771	\$438,271.00	\$0.00
Sub-Total Highway	\$642,426	\$642,752	\$649,641	\$647,570	\$725,188	\$774,962.00	\$0.00

DPW

FY2018 ACTUAL	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 ACTUAL	FY2022 TM ADOPTED	FY2023 REQUESTS	FY2023 PROPOSED
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**SNOW & ICE 014230**

*Personnel Services*

Salaries Overtime	\$108,770	\$80,004	\$53,343	\$94,079	\$44,539	\$44,539.00	
Snow Stipend			\$0	\$2,365	\$3,461	\$3,635.83	

<b>Total</b>	<b>\$108,770</b>	<b>\$80,004</b>	<b>\$53,343</b>	<b>\$96,444</b>	<b>\$48,000</b>	<b>\$48,174.83</b>	<b>\$0.00</b>
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*Expenses*

Other Charges/Expenses	\$307,549	\$210,053	\$152,440	\$201,093	\$170,727	\$170,727.00	
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<b>Total</b>	<b>\$307,549</b>	<b>\$210,053</b>	<b>\$152,440</b>	<b>\$201,093</b>	<b>\$170,727</b>	<b>\$170,727.00</b>	<b>\$0.00</b>
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**TOTAL BUDGET**

	<b>\$416,319</b>	<b>\$290,057</b>	<b>\$205,783</b>	<b>\$297,537</b>	<b>\$218,727</b>	<b>\$218,901.83</b>	<b>\$0.00</b>
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DPW

**STREETLIGHTING 014240**

	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 ACTUAL	FY2022 TM ADOPTED	FY2023 REQUESTS	FY2023 PROPOSED
<i>Expenses</i>							
Electricity Signals	\$4,840	\$4,661	\$8,040	\$6,453	\$5,000	\$5,000.00	
Street Lighting	\$22,035	\$22,539	\$15,560	\$13,923	\$20,850	\$20,850.00	
Repair Signals	\$12,907	\$12,769	\$13,965	\$23,008	\$13,000	\$13,000.00	
TOTAL BUDGET	\$39,781	\$39,970	\$37,564	\$43,384	\$38,850	\$38,850.00	\$0.00

	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 ACTUAL	FY2022 TM ADOPTED	FY2023 REQUESTS	FY2023 PROPOSED
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**TRANSFER STATION 014390**

*Personnel Services*

Wages	\$21,623	\$18,862	\$19,317	\$20,296	\$53,727	\$51,603.52	
Wages Overtime	\$4,878	\$8,356	\$5,213	\$4,921	\$6,032	\$6,032.00	
Longevity	\$100	\$0	\$0	\$0	\$1,062	\$0.00	
Stipends	\$0	\$0	\$0	\$0	\$0	\$1,118.74	
<b>Total</b>	<b>\$26,601</b>	<b>\$27,218</b>	<b>\$24,530</b>	<b>\$25,217</b>	<b>\$60,821</b>	<b>\$58,754.26</b>	<b>\$0.00</b>

*Expenses*

Recycling	\$2,930	\$8,615	\$9,825	\$12,393	\$10,000	\$14,000.00	
Contract Hauling	\$1,346	\$6,734	\$0	\$1,920	\$3,000	\$3,000.00	
Tipping Fees	\$29,059	\$28,402	\$32,894	\$30,637	\$33,000	\$33,000.00	
Pumping Services	\$0	\$0	\$0	\$0	\$500	\$500.00	
Supplies and Expenses	\$6,566	\$19,578	\$27,396	\$14,681	\$16,000	\$16,000.00	
Telephone	\$0	\$0	\$0	\$0	\$110	\$110.00	
Electricity	\$2,738	\$3,306	\$2,861	\$3,555	\$4,538	\$4,538.00	
Clothing	\$300	\$293	\$320	\$345	\$300	\$300.00	
Advertising	\$419	\$1,107	\$351	\$629	\$700	\$700.00	
Equipment Repairs	\$13,183	\$8,824	\$3,392	\$8,550	\$11,000	\$11,000.00	
Diesel Fuel	\$4,761	\$5,449	\$6,477	\$7,738	\$9,000	\$9,000.00	
Miscellaneous Expenses							
<b>Total</b>	<b>\$61,300</b>	<b>\$82,307</b>	<b>\$83,517</b>	<b>\$80,448</b>	<b>\$88,148</b>	<b>\$92,148.00</b>	<b>\$0.00</b>
<b>TOTAL BUDGET</b>	<b>\$87,901</b>	<b>\$109,526</b>	<b>\$108,047</b>	<b>\$105,665</b>	<b>\$148,969</b>	<b>\$150,902.26</b>	<b>\$0.00</b>

### BUDGET NARRATIVE

#### Description of Department Function

Describe the overall mission or purpose of the Department.

This Department maintains payables for (water, sewer, transfer station, street lighting, general and stormwater), payroll/attendance records, issue all department permits, snow plow agreements, water and sewer reports, deposit all checks for the department, and oversee gasoline revolving account.

#### Programs and Sub-Programs

Consider and list the actual Programs and Sub-Programs Executed by the Department

#### Major Duties:

This Department maintains the Town's parks, veteran's memorials, cemetery, streets, drainage systems, sidewalks, and traffic islands. This Division responds to emergencies resulting from snow and ice, vehicle accidents, downed trees, street flooding and other request by the Millis Police Department 24 hours a day 7 days a week.

#### Reports:

Millis Sanitary Landfill Monitoring Report-quarterly

Stage II Vapor Recovery Program-yearly

#### Accomplishments

Describe the major describable accomplishments or measurable activities in FY22 or CY21. Use statistics whenever possible.

- 1 - Resurfacing Farm Street from Acorn Street to Cedar Street.
- 2 - Resurfacing Farm Street from Alma Road to Brandywne Ter.
- 3 - Resurfacing Main Street from Plain Street to Exchange Street.
- 4 - Resurfacing Exchange Street from Main Street to Curve Street.
- 5 - Resurfacing Ridge Street from Auburn Road to Rolling Meadow Drive.
- 6 - Resurface Spring Street from Main Street to Plain Street.
- 7 - Installed 4-speed humps on Spring Street.

Total Paving FY22: \$484,910.77

## **Accomplishments**

Purchased a new Bobcat Compact Excavator.

Assisted the Permanent Building Committee in building the new DPW Facility. DPW was in charge of phase #1 clearing the site for both the Staff and Mechanic/Wash Bay Buildings. Phase #2 was prepping the site for paving, completing all site work, and demolishing the old office area. With completing these phases in house the overall project saved Millis residents a significant amount of money.

## **FY23 Departmental Goals**

Describe the initiatives and accomplishments planned for FY23

- 1 – Complete a drainage project at the intersection of Plain Street and Village Street.
- 2 – The department will look at paving and replacing/installing new sidewalks on Pleasant Street. With this installation the Town will have a connection from the Norfolk Townline to Island Road.
- 3 – The department will look at paving the roadway and replacing the sidewalks on Plain Street.

## **Spending Highlights for FY23**

Explain any significant budget changes from FY22

Restore FY21 general fund budgets \$35,000.00 (see attached documentation).

Decrease Wages – from \$338,417 to \$336,691. The increase covers all contractual obligations.

Increase Expenses – from \$386,771 to \$438,271 increase is meet inflation costs.

The following is my recommendation and is also a recommendation made by Community Paradigm Associates, LLC study recommendations: *"2. Overall Staffing – As noted, the Millis DPW has a total staffing of approximately 4 FTEs less than peer communities and that two FTEs should be hired"*.

In FY22 Town meeting voted the first of two FTEs recommended from the study.

## **Non-tax Funding**

List any expected non-tax revenues that will be use to fund department activities, including an estimate to be received.

FISCAL YEAR 2023 BUDGET

DEPARTMENT: Millis Department of Public Works

PERSONNEL SUMMARY

NAME	POSITION-PAY ITEM	CURRENT TOTAL ANNUAL SALARY	HRS/ WEEK	GRADE	STEP	ANNIV DATE	ANNUAL SALARY # WKS/HRS @ SAL	BASE SALARY	OTHER PAY	LON- GEVITY	TOTAL SALARY
James F. McKay	Director of Public Works		40	TG17	9	2/27/2006	\$2,730.00 x 40 x 52 =	\$144,960.00	\$2,038.00	\$950.00	\$144,948.00
Deirdre Gilmore	DPW Operations Manager		40	TG13	4/5	4/25/2005	\$1,628.52 x 40 x 25 = & \$1,664.19 x 40 x 27	\$85,046.33	\$332.94	\$950.00	\$86,929.97
Kathleen White	Department Assistant I		19	TG4	1/2	1/3/2022	\$20.25 x 19 x 26 = & \$20.68 x 19 x 26 =	\$20,219.42	\$82.72		\$20,302.14
David Rachmaciej	DPW Superintendent		40		7+	1/18/2011	\$39.21 x 40 x 52 =	\$81,556.80	\$2,393.68	\$800.00	\$84,750.48
Ronald McKenney	Water and Sewer Superintendent		40		5/6	7/17/2006	\$36.15 x 40 x 3 = & \$36.95 x 40 x 49 =	\$76,760.00	\$2,375.60	\$900.00	\$80,035.60
Kevin Kandola	Facilities Manager		40		7	6/7/2004	\$35.32 x 40 x 52 =	\$73,465.60	\$282.56	\$900.00	\$74,648.16
Jonathan Wanders	HEO/Laborer/Mechanic		40		6	5/15/2012	\$30.51 x 40 x 52 =	\$63,460.80	\$244.08	\$800.00	\$64,504.88
Stephen Main	HEO/Laborer		40		7+	11/19/1984	\$28.08 x 40 x 52 =	\$58,406.40	\$224.64	\$1,000.00	\$59,631.04
Michael Hillery	Water & Sewer Technician		40		6+	8/18/2014	\$33.32 x 40 x 52 =	\$69,305.60	\$2,346.56	\$700.00	\$72,352.16
Ryan Wagner	HEO/Laborer		40		6	6/14/2016	\$28.31 x 40 x 52 =	\$58,884.80	\$2,306.48	\$700.00	\$61,891.28
Kyle Lopez	HEO/Laborer		40		4/5+	12/19/2018	\$26.44 x 40 x 24 = & \$27.23 x 40 x 28 =	\$55,880.00	\$217.84		\$56,097.84
Jonathan Lovett	HEO/Laborer		40		3/4	12/17/2019	\$26.01 x 40 x 24 = & \$26.69 x 40 x 26 =	\$54,862.40	\$427.04		\$55,289.44
Paul Everett	HEO/Laborer		40		2/3	10/28/2020	\$25.18 x 40 x 16 = & \$25.85 x 40 x 36 =	\$53,339.20	\$206.80		\$53,546.00
Brandon Gorgone	HEO/Laborer		40		2/3+	6/1/2021	\$25.12 x 40 x 48 = & \$25.77 x 40 x 4 =	\$52,353.60	\$206.16		\$52,559.76
Tyler Weinacker	HEO/Laborer		40		2	7/1/2021	\$24.62 x 40 x 52 =	\$51,209.60	\$393.92		\$51,603.52
Vacant	HEO/Laborer		40		1/2	3/1/2022	\$24.70 x 40 x 16 = & \$25.38 x 40 x 36 =	\$52,355.20	\$203.04		\$52,558.24
Summer Help	Personal Plan		40		0			\$28,440.00			\$28,440.00
**Other Pay Includes additional day - Lovett & Weinacker 2 additional days + Water Stipends											
<b>SUBTOTAL/TOTAL</b>								<b>\$1,078,105.55</b>	<b>\$14,281.96</b>	<b>\$7,100.00</b>	<b>\$1,100,087.51</b>

\$1,100,087.51





**Budget Request Above Level Service**

**Title: DPW General Fund**

**Description of Request: Highway Division 014220**

***EXPENSES:***

- Engineering Services: increase \$3,000.00**
- Police Details: increase \$10,000.00**
- Office Cleaning: increase \$2,000.00**
- Land Fill Monitoring: increase \$11,000.00**
- Tree Care: increase \$10,000.00**
- Traffic Lines: increase \$5,000.00**
- Stormwater: increase \$10,000.00**

**Detailed Cost Impact:**

**Justification for Request**

Attach copies of reports, master plans, or supporting documentation)

**This is a list of some of the expense line items that have been cut over the last 3 budget cycles. All of these items have contracts associated with them and will impact the FY23 budget.**

FISCAL YEAR 2023 BUDGET  
DEPARTMENT: Transfer Station

Form #6

**Budget Request Above Level Service**

**Title: DPW Transfer Station Fund 014390**

**Description of Request:**

*Expenses:*

**Recycling: increase \$4,000.00**

**Detailed Cost Impact:**

**Justification for Request**

Attach copies of reports, master plans, or supporting documentation)

**This is a contracted item and the costs of disposing of recyclable products have gone up.**

### CAPITAL PROJECT DETAIL SHEET

Project Title: <b>2022 Chevrolet Silverado Double Cab Pickup with plow</b>	
Department: <b>Millis Department of Public Works</b>	Category: <b>On the DPW Capital replacement list.</b>
<p><u>Description and Justification:</u></p> <p>Truck 13 is a 2012 Chevrolet Silverado pickup with 130,345 milage,          The vehicle is used by all departments of the DPW and is assigned a plow route.          In the past year the pickup has been in need of many repairs and the plow system is at the end of its life.          It will be replaced with a 2022 Chevrolet Silverado 4-door pickup with plow.          (see attached quote)          The pickup will be paid by General, Water, Sewer, and Stormwater funds = \$13,604.00</p>	

Please send a photo depicting the capital request as a separate file. Do not drop it in to this template.

**RECOMMENDED FINANCING**

	Source of Funds	Total Six -Year Cost	Estimated Expenditures by Fiscal Year					
			FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
A. Feasibility Study								
B. Design								
C. Land Acquisition								
D. Construction								
E. Furnishings/Equipment								
F. Departmental Equipment	1/7/8/9	\$54,415.61	\$54,415.61					
G. Contingency								
H. Other								
<b>TOTAL</b>		<b>\$54,416</b>	<b>\$54,416</b>					

- Source of Funds Legend
- |                        |                 |                             |                                     |
|------------------------|-----------------|-----------------------------|-------------------------------------|
| (1) Operating Revenues | (3) State Aid   | (5) EMS Revolving Fund Fees | (7) Sewer Enterprise Fund Fees      |
| (2) Municipal GO Bonds | (4) Trust Funds | (6) Free Cash / Other       | (8) Water Enterprise Fund Fees      |
|                        |                 |                             | (9) Stormwater Enterprise Fund Fees |



# Liberty Chevrolet



Town of Millis  
 Attn: Jim McKay  
 885 Main Street  
 Millis, MA 02054

January 14, 2022

Dear Sir,

Liberty Chevrolet has a contract with Greater Boston Police Council for various vehicles and equipment. All vehicles offered under this contract come with a 5 year/100,000-mile powertrain warranty. We are pleased to quote you the following:

2022	Chevrolet Silverado CK20753 Double Cab 4WD 2500 Pickup	\$37,174.00
JL1	Trailer Brake Controller	\$275.00
5H1	Two (2) Additional Keys	\$50.00
VYU	Snowplow Prep Package Includes 220 AMP Alternator Increased Front GAWR, Skid Plates & Light Provisions	\$300.00
ZLQ	Work Truck Convenience Package Includes: Power Windows, Outside Power Heated Mirrors, Power Locks, Remote Keyless Entry, Tailgate with Lift Assist, Cruise Control	\$1,250.00
QXT	All Terrain Tires (5)	\$200.00
8S3	Backup Alarm	\$138.00
	<b>3% Contract Discount on Options</b>	<b>(-\$66.39)</b>
	<b>Total Truck</b>	<b>\$39,320.61</b>

**Truck Body Equipment**

5083	Two (2) Whelen Vertex Flashers Front	\$720.00
5083	Two (2) Whelen Vertex Flashers Rear	\$720.00
5114	Fisher 8' Snowplow Package Model HD2	\$8,470.00
5002	Westin Black Tube Steps	\$770.00

Liberty Chevrolet, Inc.

90 Bay State Road • Wakefield, MA 01880 • Main 781-246-1919 • Fax 781-245-8987 • [www.libertychevy.com](http://www.libertychevy.com)

**Truck Body Equipment (cont.)**

5003	Weather Tech Floor Mats Digital Fit	\$220.00
5005	Delta Cross Body Toolbox	\$770.00
5018	JCM Aluminum Cab Guard	\$825.00
5019	Upgrade Light Bracket for Rack	\$110.00
5031	Rhino Spray Liner Pickup Bed	\$990.00
5071	One (1) Whelen Light Bar Mini	\$1,500.00
	<b>Total Truck &amp; Equipment</b>	<b>\$54,415.61</b>

**Stock Truck - Color white**

Thank you for your consideration of Liberty Chevrolet. If you have any questions concerning our proposal, please do not hesitate to contact me at 508-450-9993.

Sincerely,



Wayne Wardwell

General Fleet Manger



# Town of Millis

## Capital Planning Committee

### Priority Ranking Worksheet

<b>Project Name:</b>	Replace 2012 Chevrolet Silverado Pickup with plow.
<b>Priority Ranking:</b>	1
<b>Project Type:</b>	Vehicle
<b>Useful Life:</b>	10 Years
<b>Responsible Department:</b>	Millis Department of Public Works

Criteria	Description	Rating Scale (1-9)	Notes / Comments
Project Requirements	Is the project required to meet legal, compliance, or regulatory mandates or potentially impact the towns ability to provide necessary services?	1 = not required or mandated 5 = pending requirement 9 = required or mandated	9.00 Public Safety
Strategic Alignment	To what extent is the project aligned with the government's overall strategies?	1 = no alignment with strategies 5 = partial alignment with strategies 9 = full alignment with strategies	1.00
Value to Citizens	How much value will the outcome of this project bring to our citizens?	1 = minimal value 5 = partial value 9 = high value	9.00 The pickup truck has an assigned plow route and is used daily by staff.
<b>Priority Factor</b>			19.00

Priority Ranking Criteria	Applicable**	Weighting Factor	Priority Factor	Score	Notes / Comments
Public Health and Safety	1	1.50	19.00	28.50	delay in plowing roads
Employee Health and Safety	1	1.25	19.00	23.75	vehicle is not dependable
Regulatory Mandate		1.50	19.00	-	
Frequent Problems	1	1.25	19.00	23.75	truck has been down for repairs
Generates Revenue		1.00	19.00	-	
Lowers Ongoing Operation Costs or generates savings	1	1.25	19.00	23.75	would need a contractor
Age or Condition of Existing	1	1.00	19.00	19.00	exceeded rating of 10 years
Public Benefit	1	1.25	19.00	23.75	see above
Public Demand	1	1.00	19.00	19.00	see above
Synergy with Other Projects		1.00	19.00	-	
Comprehensive Plan Component		1.25	19.00	-	
<b>Total Score</b>				161.50	

\*Project Rating - Using Rating Scale rate your project from 1 - 9

\*\*Applicable - Enter a 1 if your project meets the Priority Ranking Criteria

## CAPITAL PROJECT DETAIL SHEET

Project Title: <b>T450 Track Skidsteer</b>	
Department: <b>Millis Department of Public Works</b>	Category:
<p><b>Description and Justification:</b></p> <p>The Skidsteer will be used by all departments of the DPW and is will be assigned a sidewalk plow route.</p> <p>In the past years the department has had to rely on renting a machine to assist with plowing sidewalks. The department has a 2011 sidewalk machine that also has a plow route this machine is in need of repairs almost every storm.</p> <p>Please note that renting a machine like this is not always a guaranteed.</p> <p>(see attached quote)</p> <p>The Skidsteer will be paid by General, Water, Sewer, and Stormwater funds = \$13,174.64.</p>	

Please send a photo depicting the capital request as a separate file. Do not drop it in to this template.

### RECOMMENDED FINANCING

	Source of Funds	Total Six -Year Cost	Estimated Expenditures by Fiscal Year					
			FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
A. Feasibility Study								
B. Design								
C. Land Acquisition								
D. Construction								
E. Furnishings/Equipment								
F. Departmental Equipment	1/7/8/9	\$52,698.56	\$52,698.56					
G. Contingency								
H. Other								
<b>TOTAL</b>		<b>\$52,699</b>	<b>\$52,699</b>					

- Source of Funds Legend**
- |                        |                 |                             |                                     |
|------------------------|-----------------|-----------------------------|-------------------------------------|
| (1) Operating Revenues | (3) State Aid   | (5) EMS Revolving Fund Fees | (7) Sewer Enterprise Fund Fees      |
| (2) Municipal GO Bonds | (4) Trust Funds | (6) Free Cash / Other       | (8) Water Enterprise Fund Fees      |
|                        |                 |                             | (9) Stormwater Enterprise Fund Fees |



# Bobcat®

## Product Quotation

Quotation Number: KNM-04778

Date: 2022-01-17 09:23:38

Ship to	Bobcat Dealer	Bill To
TOWN OF MILLIS Attn: Jim McKay 7 Water St MILLIS, MA 02054 Phone: (508) 376-5424 Email: jmkay@millisma.net	Bobcat of Boston, North Reading, MA 20 CONCORD STREET NORTH READING MA 01864-2602 Phone: (978) 664-3727 Fax: (978) 664-5800	TOWN OF MILLIS Attn: Jim McKay 7 Water St MILLIS, MA 02054 Phone: (508) 376-5424
Contact: Kimberly Meier E Mail: kim.meier@doosan.com		

Description	Part No	Qty	Price Ea.	Total
<b>T450 T4 V2 Bobcat Compact Track Loader</b> 55.0 HP Tier 4 Turbo Diesel V2 Engine Auxiliary Hydraulics: Variable Flow Backup Alarm Bob-Tach Bobcat Interlock Control System (BICS) Controls: Bobcat Standard Cylinder Cushioning - Lift, Tilt Engine/Hydraulic Performance De-rate Protection Glow Plugs (Automatically Activated) Horn Instrumentation: Engine Temperature & Fuel Gauges, Hour meter, RPM and Warning Indicators. Includes maintenance interval notification, fault display, job codes, quick start, and security lockouts. Lift Arm Support	M0209	1	\$36,747.90	\$36,747.90
	Lift Path: Radial Lights, Front & Rear Operator Cab Includes: Adjustable Suspension Seat, Top & Rear Windows, Parking Brake, Seat Bar & Seat Belt Roll Over Protective Structure (ROPS) meets SAE-J1040 & ISO 3471 Falling Object Protective Structure (FOPS) meets SAE-J1043 & ISO 3449, Level I; (Level II is available through Bobcat Parts) Parking Brake: Spring Applied, Pressure Released (SAPR) Solid Mounted Carriage with 3 Rollers Tracks: Rubber, 11.8" Wide Warranty: 2 years, or 2000 hours whichever occurs first			
P26 Performance Package Power Bob-Tach Attachment Control	M0209-P06-P26	1	\$2,306.50	\$2,306.50
	Standard Flow Hydraulics 2-Speed			
C33 Comfort Package Enclosed Cab with HVAC	M0209-P07-C33	1	\$3,823.40	\$3,823.40
	Deluxe Headliner Sound Reduction Deluxe Panel Adjustable Suspension Seat			
56" Heavy Duty Bucket	7293982	1	\$839.04	\$839.04
--- Bolt-On Cutting Edge, 56"	7102450	1	\$216.20	\$216.20
60" Snow V-Blade, 7 Pin	7104861	1	\$3,725.52	\$3,725.52
<b>Total of Items Quoted</b>				<b>\$47,658.56</b>
Dealer P.D.I.				<b>\$350.00</b>
Freight Charges				<b>\$1,001.00</b>
Dealer Assembly Charges				<b>\$52.00</b>
Other Charges: Material and Logistics				<b>\$3,637.00</b>
<b>Quote Total - US dollars</b>				<b>\$52,698.56</b>

Notes:

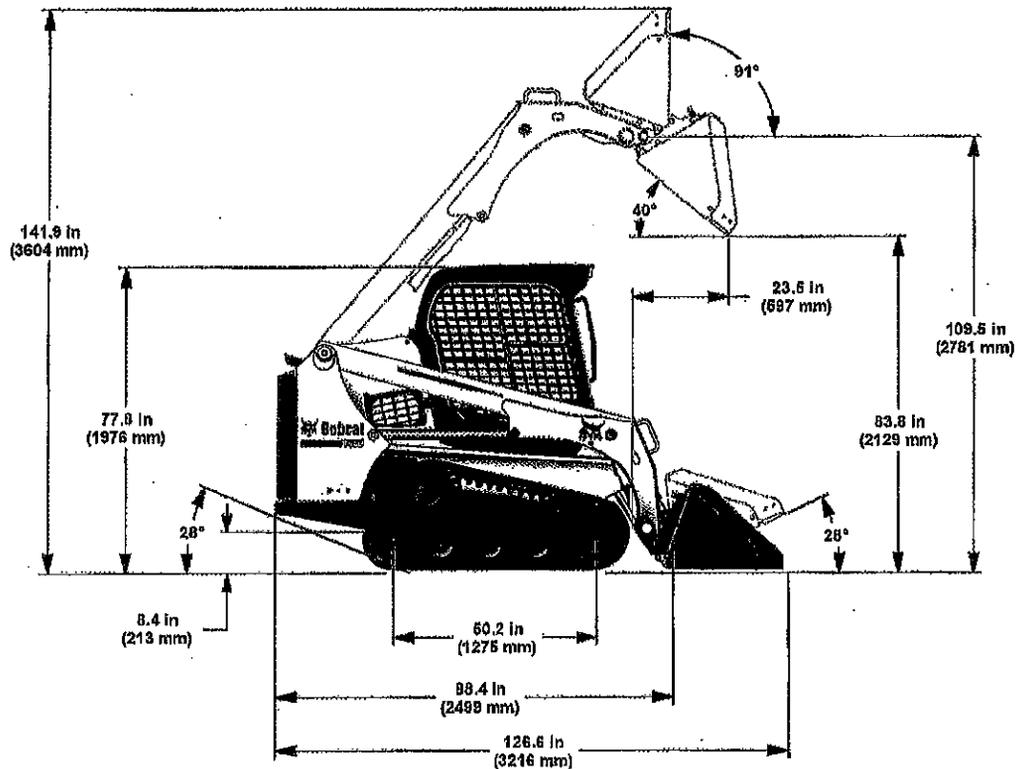
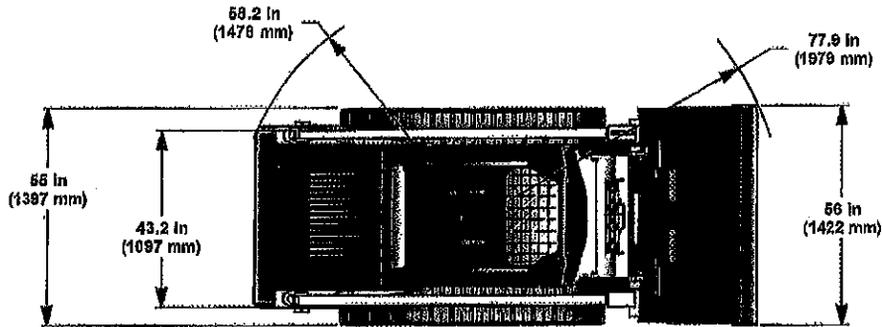
\*Prices per the Sourcwell Contract #040319-CEC.  
\*Terms Net 60 Days. Credit cards accepted.  
\*FOB Origin – Prepay and Add to Quote  
\*State Sales Taxes apply. IF Tax Exempt, please include Tax Exempt Certificate with order.  
\*TID# 38-0425350  
**\*Orders Must Be Placed with: Clark Equipment Company dba Bobcat Company, Govt Sales, 250 E Beaton Drive, West Fargo, ND 58078.**  
  
\*Quote valid for 30 days

Customer Acceptance: Purchase Order: \_\_\_\_\_  
Authorized Signature:  
Print: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_

## (T450) LOADER SPECIFICATIONS

### Machine Dimensions

- Dimensions are given for loader equipped with standard tracks and 56 in. Construction and Industrial bucket and may vary with other bucket types.
- Where applicable, specifications conform to SAE or ISO standards and are subject to change without notice.



NA0143

Changes of structure or weight distribution of the loader can cause changes in control and steering response, and can cause failure of the loader parts.

*\*Specification(s) are based on engineering calculations and are not actual measurements. Specification(s) are provided for comparison purposes only and are subject to change without notice. Specification(s) for your individual Bobcat equipment will vary based on normal variations in design, manufacturing, operating conditions, and other factors.*

**(T450) LOADER SPECIFICATIONS (CONT'D)****Performance**

Rated Operating Capacity	1400 lb (635 kg)
with 200 Pound Frame Mounted Counterweight Kit	1500 lb (680 kg)
Tipping Load	4000 lb (1814 kg)
Operating Weight	6148 lb (2789 kg)
Breakout Force – Lift	3450 lb (1564 kg)
Breakout Force – Tilt	3588 lb (1627 kg)
Travel Speed:	
– Single Speed Loader	0 – 7.3 mph (0 – 11,7 km/h)
– Two-Speed Loader (Option):	
Low Range	0 – 7.3 mph (0 – 11,7 km/h)
High Range	0 – 11.0 mph (0 – 17,7 km/h)

**Engine**

Make / Model	Bobcat Engine / 2,4L Bobcat Engine Tier 4
Fuel / Cooling	Diesel / Liquid
Horsepower:	
– ISO 9249 EEC / SAE J1349 Net	58.0 hp (43,3 kW) @ 2600 rpm
– ISO 14396 Gross	61.1 hp (45,5 kW) @ 2600 rpm
– SAE J1995 Gross	62.0 hp (46,2 kW) @ 2600 rpm
Torque:	
– ISO 9249 EEC / SAE J1349 Net	160.9 ft-lb (218,2 N•m) @ 1800 rpm
– SAE J1995 Gross	166.0 ft-lb (225,0 N•m) @ 1800 rpm
Low Idle rpm	1125 – 1175
High Idle rpm	2600
Number of Cylinders	4
Displacement	146.0 in <sup>3</sup> (2392,5 cm <sup>3</sup> )
Bore / Stroke	3.54 in / 3.70 in (90 mm / 94 mm)
Lubrication	Gear Pump Pressure System with Filter
Crankcase Ventilation	Closed Breathing
Air Cleaner	Dry replaceable paper cartridge with separate safety element
Ignition	Diesel – Compression
Air Induction	Turbo-Charged and Charged Air Cooled
Engine Coolant	Propylene Glycol / Water Mixture
Starting Aid	Glow plugs automatically activated as needed in RUN position

**(T450) LOADER SPECIFICATIONS (CONT'D)**

**Drive System**

Main Drive	Fully hydrostatic, rubber track drive
Transmission	Infinitely variable tandem hydrostatic piston pumps, driving two fully reversing hydrostatic motors
Tracks (Tension)	Grease cylinder and spring

**Controls**

Machine Steering	Direction and speed controlled by two hand operated steering levers or optional joystick(s)
Loader Hydraulics: - Lift and Tilt - Front Auxiliary - Rear Auxiliary (Option)	Controlled by separate foot pedals or optional Advanced Control System (ACS) or optional Selectable Joystick Controls (SJC) Controlled by electrical switch on Right Hand steering lever or joystick Controlled by electrical switch on Left Hand steering lever or joystick
Auxiliary Pressure Release	Pressure relieved through quick couplers; Push couplers in, hold for 5 seconds
Engine	Hand operated speed control, additional foot operated speed control pedal with SJC option; key-type start switch or optional Keyless Start Panel or optional Deluxe Instrumentation Panel and function error shutdown
Service Brake	Two independent hydrostatic systems controlled by two hand operated steering levers or optional joystick(s)
Secondary Brake	One of the hydrostatic transmissions
Parking Brake	Spring applied pressure release multiple-disc brake activated by manually operated switch on left instrument panel

**(T450) LOADER SPECIFICATIONS (CONT'D)****Hydraulic System**

Pump Type	Engine driven, gear type
Pump Capacity	16.7 U.S. gpm (63,2 L/min)
System Relief at Quick Couplers	3250 – 3350 psi (22,4 – 23,1 MPa) (224 – 231 bar)
Filter (Hydraulic / Hydrostatic)	Replaceable beta 10 micron = 200, drop in element
Filter (Charge)	Replaceable beta 10 micron = 200, drop in element
Hydraulic Cylinders:	Double-acting; tilt cylinders have cushioning feature on dump and rollback
Lift Cylinder (2):	
Bore Diameter	2.00 in (50,8 mm)
Rod Diameter	1.25 in (31,8 mm)
Stroke	28.19 in (665,2 mm)
Tilt Cylinder (2):	
Bore Diameter	2.38 in (60,4 mm)
Rod Diameter	1.25 in (31,8 mm)
Stroke	14.05 in (356,9 mm)
Control Valve – Standard	3-Spool, open center, manually operated with spring detent for lift float; Electrically controlled auxiliary spool
Control Valve – ACS and SJC	3-Spool, open center with electric actuator controlled lift with float and tilt; Electrically controlled auxiliary spool
Fluid Lines	SAE Standard tubelines, hoses, and fittings
Fluid Type	BOBCAT FLUID, Hydraulic / Hydrostatic 6903117 – (Two – 2.5 U.S. gal) 6903118 – (5 U.S. gal) 6903119 – (55 U.S. gal)
Hydraulic Function Time:	
Raise Lift Arms	2.60 seconds
Lower Lift Arms	2.4 seconds
Bucket Dump	2.0 seconds
Bucket Rollback	1.5 seconds

**(T450) LOADER SPECIFICATIONS (CONT'D)**

**Electrical System**

Alternator	Belt driven, 90 amperes, open frame
Battery	12 volt, 600 cold cranking amperes @ 00F (-180C), 115 minute reserve capacity @ 25 amperes
Starter	12 volt, gear type, 3.62 hp (2,7 kW)
Instrumentation	<p style="text-align: center;"><b>Gauges:</b></p> <p style="text-align: center;">Engine Coolant Temperature and Fuel Level</p> <p style="text-align: center;"><b>Warning lights:</b></p> <p style="text-align: center;">Fuel Level, Seat Belt, Engine Coolant Temperature, Engine Malfunction, Hydraulic System Malfunction, Diesel Particulate Filter (DPF) / Diesel Exhaust Fluid (DEF), and General Warning</p> <p style="text-align: center;"><b>Indicators:</b></p> <p style="text-align: center;">BICS™ Functions, Two-Speed, 3-Point Restraint, and Turn Signals</p> <p style="text-align: center;"><b>Data Display:</b></p> <p style="text-align: center;">Operating Hours, Engine rpm, Speed Management Setting, Maintenance Clock Countdown, Battery Voltage, Service Codes, Engine Preheat Countdown, Lift and Tilt Compensation Setting, Steering Drift Compensation Setting, and Drive Response Setting</p> <p style="text-align: center;"><b>Other:</b></p> <p style="text-align: center;">Audible Alarm, Lights, and Option / Accessory Switches</p> <p style="text-align: center;"><b>Optional Deluxe Instrumentation Panel:</b></p> <p style="text-align: center;">*Additional displays for: Engine rpm, Engine Coolant Temperature, Engine Oil Pressure, System Voltage, Hydraulic Fluid Temperature, and Hydrostatic Charge Pressure</p> <p style="text-align: center;">*Additional Features Included: Keyless Start, Digital Clock, Job Clock, Password Lockout, Multiple-Language Display, Help Screens, Diagnostic Capability, and Engine / Hydraulic Systems Shutdown Function</p>

**(T450) LOADER SPECIFICATIONS (CONT'D)**

**Capacities**

Fuel	17.3 U.S. gal (65,5 L)
Engine Oil with Filter Change	9.1 qt (8,6 L)
Engine Cooling System with Heater	3.2 U.S. gal (12,3 L)
Engine Cooling System without Heater	3.0 U.S. gal (11,3 L)
Hydraulic / Hydrostatic Reservoir	1.4 U.S. gal (5,3 L)
Hydraulic / Hydrostatic System	5.5 U.S. gal (21,0 L)
Air Conditioning Refrigerant (R-134a)	1.5 lb (0,68 kg)

**Tracks**

Standard	11.8 in (300 mm) Rubber, C-Pattern
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**Ground Pressure**

Standard Track – 11.8 in (300 mm)	4.7 psi (0,03 MPa) (0,3 bar)
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# Town of Millis

## Capital Planning Committee

### Priority Ranking Worksheet

<b>Project Name:</b>	New Skidsteer
<b>Priority Ranking:</b>	1
<b>Project Type:</b>	Vehicle
<b>Useful Life:</b>	15 years
<b>Responsible Department:</b>	Millis Department of Public Works

Criteria	Description	Rating Scale (1-9)	Notes / Comments
Project Requirements	Is the project required to meet legal, compliance, or regulatory mandates or potentially impact the towns ability to provide necessary services?	1 = not required or mandated 5 = pending requirement 9 = required or mandated	9.00 Public Safety
Strategic Alignment	To what extent is the project aligned with the government's overall strategies?	1 = no alignment with strategies 5 = partial alignment with strategies 9 = full alignment with strategies	1.00
Value to Citizens	How much value will the outcome of this project bring to our citizens?	1 = minimal value 5 = partial value 9 = high value	9.00 the Skidsteer will be assigned a plow route and will assist in all DPW work.
<b>Priority Factor</b>			19.00

Priority Ranking Criteria	Applicable**	Weighting Factor	Priority Factor	Score	Notes / Comments
Public Health and Safety	1	1.50	19.00	28.50	
Employee Health and Safety	1	1.25	19.00	23.75	
Regulatory Mandate		1.50	19.00	-	
Frequent Problems	1	1.25	19.00	23.75	
Generates Revenue		1.00	19.00	-	
Lowers Ongoing Operation Costs or generates savings	1	1.25	19.00	23.75	
Age or Condition of Existing	1	1.00	19.00	19.00	
Public Benefit	1	1.25	19.00	23.75	
Public Demand	1	1.00	19.00	19.00	
Synergy with Other Projects		1.00	19.00	-	
Comprehensive Plan Component		1.25	19.00	-	
<b>Total Score</b>				161.50	

\*Project Rating - Using Rating Scale rate your project from 1 - 9

\*\*Applicable - Enter a 1 if your project meets the Priority Ranking Criteria

## CAPITAL PROJECT DETAIL SHEET

Project Title: <b>Electronic Sign Board</b>	
Department: <b>Millis Department of Public Works</b>	Category:
<p><u>Description and Justification:</u></p> <p>The message board would be used by all Departments of the DPW in notifying residents of emergencies, road closures, upcoming events etc.</p> <p>(see attached quote)</p> <p>The Sign Board will be paid by General, Water, Sewer, and Stormwater funds = \$4,850.00.</p>	

Please send a photo depicting the capital request as a separate file. Do not drop it in to this template.

### RECOMMENDED FINANCING

	Source of Funds	Total Six -Year Cost	Estimated Expenditures by Fiscal Year					
			FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
A. Feasibility Study								
B. Design								
C. Land Acquisition								
D. Construction								
E. Furnishings/Equipment								
F. Departmental Equipment	1/7/8/9	\$19,400.00	\$19,400.00					
G. Contingency								
H. Other								
<b>TOTAL</b>		<b>\$19,400</b>	<b>\$19,400</b>					

Source of Funds Legend

(1) Operating Revenues	(3) State Aid	(5) EMS Revolving Fund Fees	(7) Sewer Enterprise Fund Fees
(2) Municipal GO Bonds	(4) Trust Funds	(6) Free Cash / Other	(8) Water Enterprise Fund Fees
			(9) Stormwater Enterprise Fund Fees



8 Scobee Circle  
 P.O. Box 946  
 Plymouth, MA 02362

# QUOTE

Date	Quote #
1/12/2022	21-0882

Name / Address
Town of Millis MA Department of Public Works 900 Main Street Millis, MA 02054 508-376-5424

Ship To
Town of Millis MA Department of Public Works 900 Main Street Millis, MA 02054 508-376-5424

P.O. Number	Terms	Rep	Contract #	Contact
	Net 30	JV		Jim McKay

Item	Description	Qty	Cost	Unit(s)	Total
Ver-Mac PCM...	PCMS 548/Hydraulic Lift Ver-Mac Mini-Size Full Matrix Sign 45" x 80" display panel, 30 x 56 pixels, 2 LED per pixel 3 X 85 watt solar panels, Stealth Technology, Jamlogic Refresh & Alerts NTCIP V-Touch Controller with V-Sync WI-FI 4G Modem & 10 year cell plan	1	17,100.00	Each	17,100.00
Tilt & Rotate	OPT-MS-Tilt & Rotate Solar Panels	1	400.00	Each	400.00
Stealth Charger	OPT-MS-Stealth Charger - 15 Amp Charger for Stealth Batteries	1	400.00	Each	400.00
Shipping, Freig...	Shipping, Freight & Delivery - Covers up to 4 units		1,500.00	Lump Sum	1,500.00

<b>Subtotal</b>	\$19,400.00
<b>Sales Tax (6.25%)</b>	\$0.00
<b>Total</b>	\$19,400.00

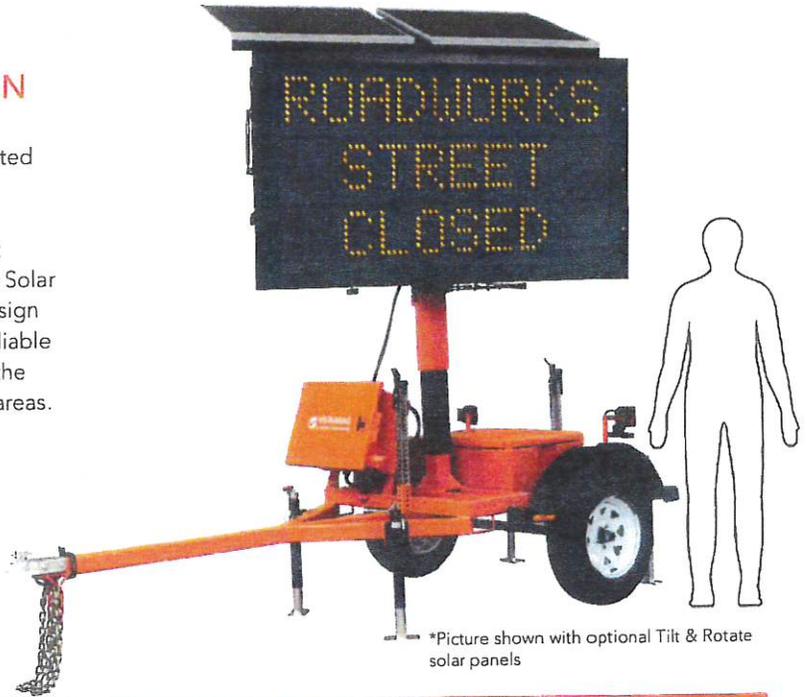
Signature \_\_\_\_\_

Phone #	Fax #
(508) 746-4450	(508) 746-7160

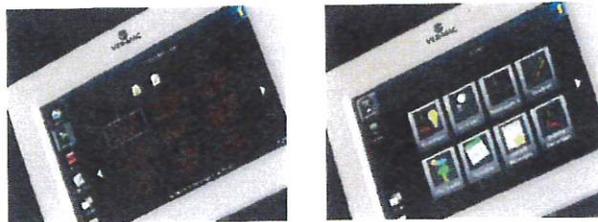
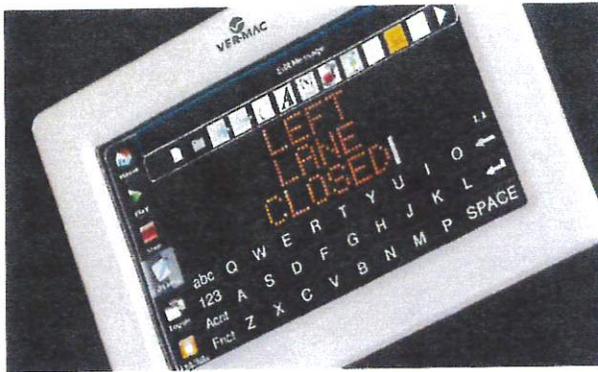
Web Site
www.nettraffic.net

## PCMS-548 TRAILER-MOUNTED MESSAGE SIGN

Ver-Mac's PCMS-548 is a mini full-matrix trailer-mounted portable changeable message sign. It features the NTCIP-compliant V-Touch Controller, V-Sync Wi-Fi Communication, Stealth Technology, JamLogic Fleet Management Software, and optional Tilt-and-Rotate Solar Panels. The PCMS-548 combines energy-efficient design and high-quality construction to provide the most reliable and cost-effective message sign on the market. It is the perfect model for lower speed roadways and urban areas.



### V-TOUCH CONTROLLER



### 4 WAYS TO CHANGE A MESSAGE



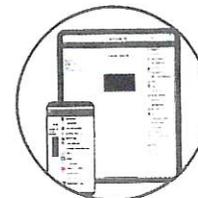
**AT THE SIGN**  
Using our V-Touch Controller



**NEAR THE SIGN**  
Using our V-SYNC Wi-Fi



**REMOTELY**  
Using JamLogic on your PC or Laptop



**REMOTELY**  
Using JamLogic Web on your Smartphone or Tablet



**JAMLOGIC® FLEET MANAGEMENT SOFTWARE**

The PCMS-548 is equipped with Ver-Mac's high-speed modem with GPS which maximizes your productivity, efficiency and profitability all remotely from your office or home! The JamLogic software is FREE and you get all the updates at no charge!

- Monitor, maintain and manage your signs from any PC, laptop, tablet or smartphone
- View your equipment in a list and GPS map view
- Change a message on one or more signs simultaneously with a simple click
- View your messages and battery voltages
- Group your signs in folders (by customer, location, project... you choose!)
- Receive e-mail or text alerts – optional (low battery cellular failure, etc.)

**APPLICATIONS**

- City and county (urban areas)
- School zones
- Special events

**DISPLAY**

- Display panel: 45 x 80 in. (1146 x 2027 mm)
- Full matrix of 30 x 56 pixels
- 2 LEDs per pixel
- 5 x 7 pixels (8.75 in.) characters (default)
- 3 lines of 9 characters per line (default 5x7 font)
- Up to 3 lines of 12 characters per line (3 x 7 font)
- Display sign rotates 360 degrees for perfect setting
- Plug-and-play display modules for simplified maintenance

**WARRANTY**

- 1 year on complete trailer
- 2 years on electronic components manufactured by Ver-Mac

**POWER SUPPLY CONFIGURATION**

**SOLAR PANELS**

Provide maximum solar recharging during all four seasons.

- Designed to run 12 months in most regions without manual charging
- Various configurations of solar panels and batteries are available to meet your needs.

**HIGH-QUALITY CONSTRUCTION**

**POWDER COATING SUPERIOR FINISH**

Impact, humidity, salt spray and rust resistant

**4 LEVELING JACKS**

For stabilization and easy transportation

**ELECTRO-HYDRAULIC LIFT MECHANISM**

For a quick and effortless deployment

**HEAVY-DUTY PLASTIC FENDERS**

For durability and easy replacement

**PLASTIC BATTERY BOX**

To minimize battery corrosion

**LOCKABLE CONTROL BOX**

For security

**2-IN. (51 MM) COUPLER OR 3-IN. (76 MM) PINTLE EYE**

For easy towing

**STEALTH TECHNOLOGY**

Ver-Mac's innovative Stealth Technology design will help you significantly reduce your battery maintenance and repair costs. This technology combines two great innovations:



**CLEVERLY HIDDEN BATTERY COMPARTMENT**  
Deter thieves from stealing batteries



**LONG-LASTING SEALED BATTERIES**  
No maintenance required

**DIMENSIONS AND WEIGHTS**

- Overall length: 131 in. (3338 mm)
- Overall width: 71 in. (1791 mm)
- Traveling height: 94 in. (2393 mm)
- Operating height: 164 in. (4162 mm)
- Weight (approx.): 570 kg (1255 lb.)
- Axle/suspension: 909 kg (2000 lb.)

WWW.NETRAFFIC.NET  
508-746-4450



**NORTHEAST**  
Traffic Control

**OPTIONS**

- Battery charger
- Tongue wheel jack
- Radar
- Data logger (requires radar)
- Tilt-and-Rotate Solar Panels
- Fixed Camera
- PTZ Camera

Other options are available to meet your needs.





# Town of Millis

## Capital Planning Committee

### Priority Ranking Worksheet

<b>Project Name:</b>	Message Sign Board
<b>Priority Ranking:</b>	1
<b>Project Type:</b>	Vehicle
<b>Useful Life:</b>	15 years
<b>Responsible Department:</b>	Millis Department of Public Works

Criteria	Description	Rating Scale (1-9)	Notes / Comments
Project Requirements	Is the project required to meet legal, compliance, or regulatory mandates or potentially impact the towns ability to provide necessary services?	1 = not required or mandated 5 = pending requirement 9 = required or mandated	9.00 Public Safety
Strategic Alignment	To what extent is the project aligned with the government's overall strategies?	1 = no alignment with strategies 5 = partial alignment with strategies 9 = full alignment with strategies	1.00
Value to Citizens	How much value will the outcome of this project bring to our citizens?	1 = minimal value 5 = partial value 9 = high value	9.00 will notify residents of all types of emergencies.
<b>Priority Factor</b>			<b>19.00</b>

Priority Ranking Criteria	Applicable**	Weighting Factor	Priority Factor	Score	Notes / Comments
Public Health and Safety	1	1.50	19.00	28.50	
Employee Health and Safety	1	1.25	19.00	23.75	
Regulatory Mandate		1.50	19.00	-	
Frequent Problems	0	1.25	19.00	-	
Generates Revenue		1.00	19.00	-	
Lowers Ongoing Operation Costs or generates savings	0	1.25	19.00	-	
Age or Condition of Existing	0	1.00	19.00	-	
Public Benefit	1	1.25	19.00	23.75	
Public Demand	1	1.00	19.00	19.00	
Synergy with Other Projects		1.00	19.00	-	
Comprehensive Plan Component		1.25	19.00	-	
<b>Total Score</b>				<b>95.00</b>	

\*Project Rating - Using Rating Scale rate your project from 1 - 9

\*\*Applicable - Enter a 1 if your project meets the Priority Ranking Criteria

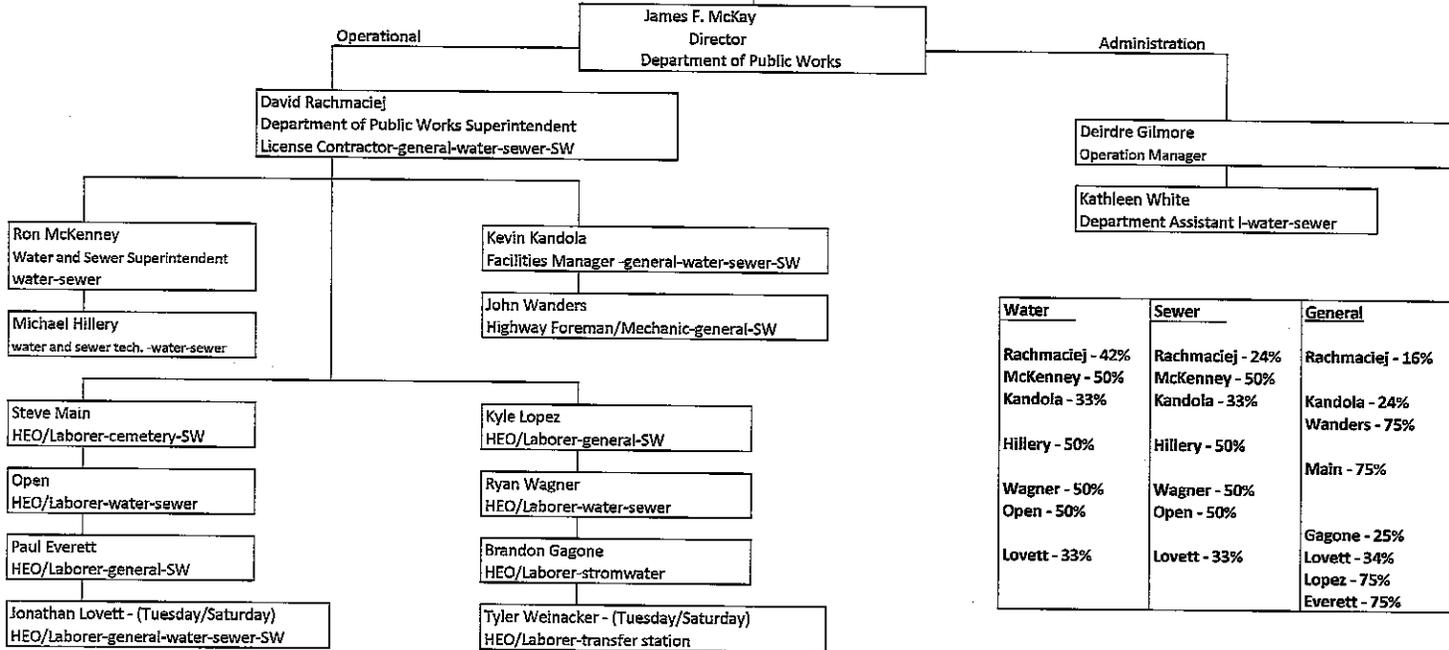
**Main Office**

900 Main Street  
 Millis, MA 02054  
 Tel: 508-376-5424  
 Fax: 508-376-2442  
 Room 204/201

**MILLIS DEPARTMENT  
 OF  
 PUBLIC WORKS**

**Garage**

7 Water Street  
 Millis, MA 02054  
 Tel: 508-376-5777  
 Tel: 508-376-6286



Water	Sewer	General	Storm	Transfer Station
Rachmaciej - 42%	Rachmaciej - 24%	Rachmaciej - 16%	Rachmaciej - 18%	Weinacker - 100%
McKenney - 50%	McKenney - 50%	Kandola - 24%	Kandola - 10%	
Kandola - 33%	Kandola - 33%	Wanders - 75%	Wanders - 25%	
Hillery - 50%	Hillery - 50%	Main - 75%	Main - 25%	
Wagner - 50%	Wagner - 50%	Gagone - 25%	Gagone - 75%	
Open - 50%	Open - 50%	Lovett - 34%	Lopez - 25%	
Lovett - 33%	Lovett - 33%	Lopez - 75%	Everett - 25%	
		Everett - 75%		

updated: 1/05/2022



## CAPITAL PROJECT DETAIL SHEET

<b>Project Title:</b> Sidewalk/Road Construction	
<b>Department:</b> Millis Department of Public Works	<b>Category:</b>
<p><u>Description and Justification:</u></p> <p>The DPW is requesting funds in the amount of \$160,000.00 dollars for paving projects in the Town of Millis.</p> <p>The funds will be used with Chapter 90 allocations.</p> <p>If approved the department will submit a plan to the Select Board for approval of all paving projects.</p>	<p><i>Please send a photo depicting the capital request as a separate file. Do not drop it in to this template.</i></p>

### RECOMMENDED FINANCING

	Source of Funds	Total Six -Year Cost	Estimated Expenditures by Fiscal Year					
			FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
A. Feasibility Study								
B. Design								
C. Land Acquisition								
D. Construction	1	160,000	160,000					
E. Furnishings/Equipment								
F. Departmental Equipment								
G. Contingency								
H. Other								
<b>TOTAL</b>		<b>\$160,000</b>	<b>\$160,000</b>					

- Source of Funds Legend
- |                        |                 |                             |                                     |
|------------------------|-----------------|-----------------------------|-------------------------------------|
| (1) Operating Revenues | (3) State Aid   | (5) EMS Revolving Fund Fees | (7) Sewer Enterprise Fund Fees      |
| (2) Municipal GO Bonds | (4) Trust Funds | (6) Free Cash / Other       | (8) Water Enterprise Fund Fees      |
|                        |                 |                             | (9) Stormwater Enterprise Fund Fees |



# Town of Millis

## Capital Planning Committee

### Priority Ranking Worksheet

<b>Project Name:</b>	Sidewalk/Road construction
<b>Priority Ranking:</b>	1
<b>Project Type:</b>	Construction
<b>Useful Life:</b>	25 years
<b>Responsible Department:</b>	Millis Department of Public Works

Criteria	Description	Rating Scale (1-9)	Notes / Comments
Project Requirements	Is the project required to meet legal, compliance, or regulatory mandates or potentially impact the towns ability to provide necessary services?	1 = not required or mandated 5 = pending requirement 9 = required or mandated	9.00 Public Safety
Strategic Alignment	To what extent is the project aligned with the government's overall strategies?	1 = no alignment with strategies 5 = partial alignment with strategies 9 = full alignment with strategies	1.00
Value to Citizens	How much value will the outcome of this project bring to our citizens?	1 = minimal value 5 = partial value 9 = high value	9.00
<b>Priority Factor</b>			19.00

Priority Ranking Criteria	Applicable**	Weighting Factor	Priority Factor	Score	Notes / Comments
Public Health and Safety	1	1.50	19.00	28.50	
Employee Health and Safety	1	1.25	19.00	23.75	
Regulatory Mandate		1.50	19.00	-	
Frequent Problems	1	1.25	19.00	23.75	
Generates Revenue		1.00	19.00	-	
Lowers Ongoing Operation Costs or generates savings	1	1.25	19.00	23.75	
Age or Condition of Existing	1	1.00	19.00	19.00	
Public Benefit	1	1.25	19.00	23.75	
Public Demand	1	1.00	19.00	19.00	
Synergy with Other Projects		1.00	19.00	-	
Comprehensive Plan Component	1	1.25	19.00	23.75	
<b>Total Score</b>				185.25	

\*Project Rating - Using Rating Scale rate your project from 1 - 9

\*\*Applicable - Enter a 1 if your project meets the Priority Ranking Criteria



December 22, 2021

Mr. James McKay, Director  
Public Works  
Town of Millis  
900 Main Street  
Millis, MA

RE: Proposal Engineering Services  
Plain Street Sidewalk Design

Dear Mr. Burley

We are pleased to present our proposal for engineering and surveying services for the design of adding sidewalk on the west side of Plain Street in the following two sections.

- Plain Street – Village Street to Forest Street – 2900 feet
- Plain Street – 155 Plain Street to Main Street – 840 feet

**SCOPE OF SERVICE**

**SURVEY – Phase 1**

GCG will perform detailed field survey identifying all pertinent topographic features within the roadway to be utilized for the project. Field data, including elevations, are to be collected but not be limited to:

**Roadway/Sidewalk Data:**

- a. Roadway/Sidewalk limits including edge of pavement and centerline at a maximum 50' cross section interval as applicable.
- b. Location and material of drives, sidewalks, and residential walkways. Walkway and drive survey shall extend 10' beyond the back of right-of-way.
- c. Sidewalks limits including back of sidewalk and front of sidewalk/limit of grass strip.
- d. Curb location, with top/bottom elevations and type.
- e. Curb ramp locations including location/elevation of all grade breaks.
- f. Pavement Markings

**Utility Data:**

- a. Sewer and drainage structures (including rims and inverts) and mains (including size and material type).
- b. Drainage culverts with inverts, material type, and size.
- c. Utility poles with pole numbers, associated guy wires, etc.
- d. Electric, telephone, cable television conduits, transformers, vaults, hand holes, etc.
- e. Water main (including material and size), valves, curb stops and hydrants.
- f. Gas main including shut offs and vaults.

Topographic Data:

- a. Trees (greater than 4" caliper within ROW)
- b. Fence lines (within 10' of ROW)
- c. Guardrails
- d. Walls
- e. Stairways
- f. Mailboxes
- g. Bollards/Hitching posts
- h. Utility Pole
- i. Light Pole
- j. Traffic control equipment (Mast arms, cabinets, pedestrian signal pole, etc.)
- k. Signs

Property Data (from available Town information, to be provided):

- a. Limit of ROW
- b. Monumentation (IP, Bounds, etc.) at ROW.
- c. Limit of sewer drain and ROW easements.
- d. Approximate abutting lot lines (extending 50' from ROW)
- e. Abutter information (N/F, Address, Map/Parcel)

All data shall be provided in the Mass State Plane Coordinate System and NAVD88.

GCG will provide plans, which will include the following:

- 1.) All drawing data will be provided in magnetic media Civil 3D 2018.
- 2.) Drawing size will be 36 inches wide x 24 inches high. A profile grid approximately 8 inches x 24 inches will be positioned on the lower half of the drawing for plans and profile drawings. The area above the title block will be left blank for engineering notes and Engineers' stamps.

DESIGN – Phase 2

The project involves the preparation of contract plans and construction documents for the construction of sidewalks. The design shall meet ADA. Standards for Sidewalks.

- I GCG will prepare design plans at a scale of 1"=20'. Included on these plans shall be the following information.
  - Cross sections of sidewalks as necessary to allow for construction of the proposed sidewalk and curbing improvements.
  - Final grades and elevations.
  - Drainage improvements if deemed necessary.
  - Retaining wall design which may include architectural block walls to address grading issues and impacts on abutting property.
  - Develop plans for trees to be removed.
  - Details regarding sidewalk construction.
- II GCG will prepare a cost estimate for the project including construction cost and contingencies. GCG will prepare contract documents and special provisions for bidding.
- III GCG will attend two meetings with the Department of Public Works. The first meeting shall be at 75% completion. The second meeting shall be at 95% completion of the design and shall include the submittal of three review copies of the contract documents.

**FEE SCHEDULE**

For the services as outlined above, GCG Associates, Inc. proposes the estimated fee Phase I and II for the preparation of sidewalk design for Shawsheen Street.

Phase I - Survey	\$ 8,600
Phase II - Design	<u>\$ 15,130</u>
Total	\$ 23,730

The fees are shown on the attached schedule. Attached is Exhibit "A" detailing hourly rates and estimated man-hours. Fees related to certified mailings shall be considered a reimbursable expense.

We appreciated the opportunity to submit the proposal for this work and look forward to collaborating with you on this project. Should you have any further questions please do not hesitate to contact our office at (978) 657-9714. We look forward to hearing from you. Thank you.

Respectfully submitted,  
GCG ASSOCIATES, INC.

*Michael J. Carter*

Michael J. Carter, P.E., P.L.S.  
President

GC Associates, Inc.  
 84 Main Street  
 Wilmington, MA 01887  
 (978) 657-9714

Estim. Fee

12/22/21

Town: Millis  
 Project: Pleasant Street Sidewalk

	Project Manager	Project Engineer	Engineer	Survey Tech	Survey	Subcontractor	Total
	\$160.00	\$135.00	\$100.00	\$95.00	\$100.00	Reimbursibles	
<b>Phase I</b>							
<b>Survey</b>							
Task 1 Recon and Field Survey - ROW	2	0	0	0	32		\$3,520.00
Task 1A Drone Survey/Mapping	2	0	0	0	8	500	\$1,620.00
Task 2 Develop Existing Conditions Plan	2	0	0	64	0		\$6,400.00
Task 3 Wetland Flagging	2	0	0	0	0	1200	\$1,520.00
Task 4 Locate Flags	2	0	0	4	8		\$1,500.00
						Subtotal	\$14,560.00
<b>Design</b>							
Task 1 - Evaluation of Sidewalk location - Prel. Design	2	4	40	0	0		\$4,860.00
Task 2 - 100% Design and Estimate	2	16	80	0	8		\$11,280.00
Task 3 Estimate	2	2	16	0	8		\$2,990.00
Task 4 Meetings	2	4	0	0	0		\$860.00
Task 5 Notice of Intent	4	4	12	0			\$2,380.00
						Subtotal	\$22,370.00
					<b>Total Fee</b>		<b>\$36,930.00</b>



December 22, 2021

Mr. James McKay, Director  
Public Works  
Town of Millis  
900 Main Street  
Millis, MA

RE: Proposal Engineering Services  
Pleasant Street Sidewalk Design

Dear Mr. Burley

We are pleased to present our proposal for engineering and surveying services for the design of a proposed sidewalk on Pleasant Street from Village Street to 1 Country Village Way (approximately 3,800 feet).

SCOPE OF SERVICE

**SURVEY – Phase 1**

GCG will perform detailed field survey identifying all pertinent topographic features within the roadway to be utilized for the project. Field data, including elevations, are to be collected but not be limited to:

Roadway/Sidewalk Data:

- a. Roadway/Sidewalk limits including edge of pavement and centerline at a maximum 50' cross section interval as applicable.
- b. Location and material of drives, sidewalks, and residential walkways. Walkway and drive survey shall extend 10' beyond the back of right-of-way.
- c. Sidewalks limits including back of sidewalk and front of sidewalk/limit of grass strip.
- d. Curb location, with top/bottom elevations and type.
- e. Curb ramp locations including location/elevation of all grade breaks.
- f. Pavement Markings

Utility Data:

- a. Sewer and drainage structures (including rims and inverts) and mains (including size and material type).
- b. Drainage culverts with inverts, material type, and size.
- c. Utility poles with pole numbers, associated guy wires, etc.
- d. Electric, telephone, cable television conduits, transformers, vaults, hand holes, etc.
- e. Water main (including material and size), valves, curb stops and hydrants.
- f. Gas main including shut offs and vaults.

Topographic Data:

- a. Trees (greater than 4" caliper within ROW)

- b. Fence lines (within 10' of ROW)
- c. Guardrails
- d. Walls
- e. Stairways
- f. Mailboxes
- g. Bollards/Hitching posts
- h. Utility Pole
- i. Light Pole
- j. Traffic control equipment (Mast arms, cabinets, pedestrian signal pole, etc.)
- k. Signs

Property Data (from available Town information, to be provided):

- a. Limit of ROW
- b. Monumentation (IP, Bounds, etc.) at ROW.
- c. Limit of sewer drain and ROW easements.
- d. Approximate abutting lot lines (extending 50' from ROW)
- e. Abutter information (N/F, Address, Map/Parcel)

Wetlands Delineation and Location Limit of ROW

- a) Flag Wetlands within 100 feet of layout along the project limits.
- b) Locate wetland flags by a ground survey and show on the existing conditions plan.

All data shall be provided in the Mass State Plane Coordinate System and NAVD88.

GCG will provide plans, which will include the following:

- 1.) All drawing data will be provided in magnetic media Civil 3D 2018.
- 2.) Drawing size will be 36 inches wide x 24 inches high. A profile grid approximately 8 inches x 24 inches will be positioned on the lower half of the drawing for plans and profile drawings. The area above the title block will be left blank for engineering notes and Engineers' stamps.

**DESIGN – Phase 2**

The project involves the preparation of contract plans and construction documents for the construction of sidewalks. The design shall meet ADA. Standards for Sidewalks.

**Preliminary Design:** GCG will review the proposed route of the sidewalk and recommend the most feasible side of the street the walk should be placed on or both sides if appropriate. Preliminary design plans would be prepared with a layout and estimated for constructing the sidewalk. A brief report would be provided detailing recommendation and potential impacts on abutting properties.

**Final Design:** GCG would include the following:

- I GCG will prepare design plans at a scale of 1"=20'. Included on these plans shall be the following information.
  - Cross sections of sidewalks as necessary to allow for construction of the proposed sidewalk and curbing improvements.
  - Final grades and elevations.
  - Drainage improvements if deemed necessary.
  - Retaining wall design which may include architectural block walls to address grading issues and impacts on abutting property.
  - Develop plans for trees to be removed.

- Details regarding sidewalk construction.

II GCG will prepare a cost estimate for the project including construction cost and contingencies. GCG will prepare contract documents and special provisions for bidding.

III GCG will attend two meetings with the Department of Public Works. The first meeting shall be at 75% completion. The second meeting shall be at 95% completion of the design and shall include the submittal of three review copies of the contract documents.

IV. GCG will prepare a Notice of Intent for filing with the conservation commission to make sidewalk improvements and attend up to two meetings.

**FEE SCHEDULE**

For the services as outlined above, GCG Associates, Inc. proposes the estimated fee Phase I and II for the preparation of sidewalk design for Shawsheen Street.

Phase I - Survey	\$ 14,560
Phase II - Design	<u>\$ 22,370</u>
Total	\$ 36,930

The fees are shown on the attached schedule. Attached is Exhibit "A" detailing hourly rates and estimated man-hours. Fees related to certified mailings shall be considered a reimbursable expense.

We appreciated the opportunity to submit the proposal for this work and look forward to collaborating with you on this project. Should you have any further questions please do not hesitate to contact our office at (978) 657-9714. We look forward to hearing from you. Thank you.

Respectfully submitted,  
GCG ASSOCIATES, INC.

*Michael J. Carter*

Michael J. Carter, P.E., P.L.S.  
President

GC Associates, Inc.  
 84 Main Street  
 Wilmington, MA 01887  
 (978) 657-9714

Estin Fee

12/22/21

Town: Mills  
 Project: Pleasant Street Sidewalk

	Project Manager	Project Engineer	Engineer	Survey Tech	Survey	Subcontractor	Total
	\$160.00	\$135.00	\$100.00	\$95.00	\$100.00	Reimbursibles	
<b>Phase I</b>							
<b>Survey</b>							
Task 1 Recon and Field Survey - ROW	2	0	0	0	32		\$3,520.00
Task 1A Drone Survey/Mapping	2	0	0	0	8	500	\$1,620.00
Task 2 Develop Existing Conditions Plan	2	0	0	64	0		\$6,400.00
Task 3 Wetland Flagging	2	0	0	0	0	1200	\$1,520.00
Task 4 Locate Flags	2	0	0	4	8		\$1,500.00
						Subtotal	\$14,560.00
<b>Design</b>							
Task 1 - Evaluation of Sidewalk location - Prel. Design	2	4	40	0	0		\$4,860.00
Task 2 - 100% Design and Estimate	2	16	80	0	8		\$11,280.00
Task 3 Estimate	2	2	16	0	8		\$2,990.00
Task 4 Meetings	2	4	0	0	0		\$860.00
Task 5 Notice of Intent	4	4	12	0			\$2,380.00
						Subtotal	\$22,370.00
					<b>Total Fee</b>		<b>\$36,930.00</b>